Create a Voucher From an Authorization: Instructions for Travelers

Defense Travel System

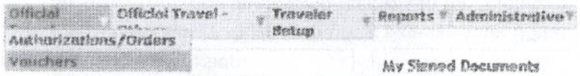
Version 3.0, January 5, 2007
(See Chapter 4 in *Document Processing Manual*)

A voucher is a request for reimbursement of expenses incurred during travel. After travel, a traveler creates a voucher from an authorization (auth) to update the estimated costs with actual costs incurred on the trip.

Log On to DTS

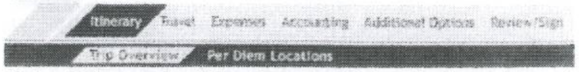
a. Insert the CAC into the reader. Access the DTS Home page: http://www.defensetravel.osd.mil
b. Click **LOGIN TO DTS**.
c. Read the Security Alert screen. Select **Yes**.
d. Click **Accept** to the *DoD Privacy & Ethics Policy.* The Digital Signature Login window opens. The Key File displays.
f. Enter your PIN (or password).
g. Click **OK**.

Create a Voucher


Official
Official Travel -
Traveler Setup
Reports
Administrative
Authorizations/Orders
Vouchers
My Signed Documents

a. Mouse over **Official Travel** on the menu bar on the DTS User Welcome screen.
b. Click **Vouchers** on the drop-down list.
c. Created Vouchers display in the Existing Vouchers section.
d. Click **Create New Voucher**. (This link will not display if there are no authorizations approved.)
e. Click **Create** next to the auth from which you want to create a voucher.

1 Itinerary

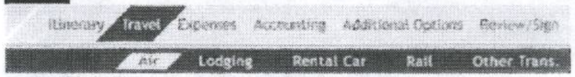

Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign
Trip Overview
Per Diem Locations

Note: Only use the following steps if the trip dates changed from those approved on the auth.

a. Click **Itinerary** on the navigation bar.
b. Change the **Start Date** or **End Date** field.
c. Click **Proceed to Per Diem Locations.**
d. Click **OK** to the Entitlements Update prompt.
e. Click **OK** to the warning. Each date field now contains a question mark.
f. Click **Edit** under Location in the Trip Summary box.
g. Click **OK** to the warning.
h. Enter the correct dates in the Per Diem Location box (left side of the screen).
i. Click **Save Changes**.
j. Click **OK** to the Entitlements Update prompt.
k. Click **Remove** next to the air segment that is noted as "*Items not Associated to TDY stop.*"
l. Click **Travel** on the navigation bar.
m. Click **Other Trans**. to change the ticket data.
n. Click **Remove** next to Lodging and Car Rental.

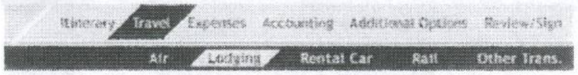
Sections 2 and 3 explain how to change these items.

2 Travel


Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign
Air
Lodging
Rental Car
Rail
Other Trans.

a. Click **Travel** on the navigation bar to change any reservations from those approved on the auth.
b. Click **Edit** in the Air Trip Summary column for the flight requiring changes.
c. Click **Change Ticket Data** to update air travel. Under Edit Ticket Information, change the fields as necessary.
d. Click **Save.**

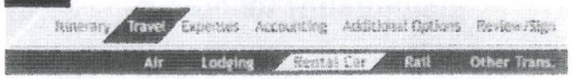
3 Lodging


Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign
Air
Lodging
Rental Car
Rail
Other Trans.

Note: Hotel sales tax or room tax, if any, should be added under the Expenses tab for CONUS trips. However, changes to lodging costs (or M&IE) should be made on the Per Diem Entitlements screen, including proportional meal rates.

a. Click **Travel** on the navigation bar.
b. Select **Lodging** on the subnavigation bar.
c. Click **Edit** in the Trip Summary column for the lodging that requires changes. The Lodging box displays the lodging information from the auth.
d. Change **dates** as necessary in the Lodging box.
e. Click **Update Actual Lodging Cost** if lodging costs require updating. The Per Diem Entitlements screen opens.
f. Click **Edit** for the date on which changes are necessary.
-OR-
Click **Remove** to delete the lodging entry.

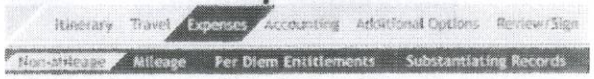
4 Rental Car


Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign
Air
Lodging
Rental Car
Rail
Other Trans.

If a rental car was included as part of the auth, and the original information changed, use the Rental Car tab. If a rental car was booked offline or was not included in the auth, use the Expenses tab to enter the costs as a Commercial Auto non-mileage expense.

a. Click **Travel** on the navigation bar.
b. Click **Rental Car** on the subnavigation bar.
c. Click **Edit** next to the rental car that requires changes.
-OR-
Click **Remove** to delete the rental car entry.
d. Change the **dates, times, cost and method of reimbursement** in the Car Rental box, as necessary.

5 Expenses


Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign
Non-mileage
Mileage
Per Diem Entitlements
Substantiating Records

After travel, you can add, update, or delete your expenses in the Expenses section to reflect actual costs.

a. Click **Expenses** on the navigation bar.
b. Click **Non-Mileage** on the subnavigation bar to enter expenses such as hotel taxes, parking fees, gasoline, and other non-mileage expenses.
c. Click **Mileage** on the subnavigation bar to claim expenses for mileage.

d. Click **Per Diem Entitlements** to modify the traveler's entitlements.

e. Click **Substantiating Records** to add supporting documents by one of two methods:

Fax Method

1. Click **Print Fax Cover Sheet**, choose the **printer** and click **Print**. The bar code on the fax sheet is unique to each document name and must be printed and attached for each submission.
2. Use the fax cover sheet as the first page and fax it and all supporting documents and receipts to the telephone number on the fax cover sheet.

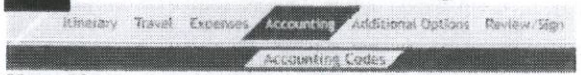
Scan and Upload Method

1. Click **Browse** next to the **Upload Scanned Receipts** field. Locate and select the scanned file.
2. Click **Open**.
3. Click **Upload**. Once the file is uploaded a Notes field displays.
4. Enter descriptive information about the file.
5. Click **Save Notes**. The screen will refresh.

See *Document Processing Manual,* Section 2.7.4.

See *Document Processing Manual*, Section 4.5.1.1 for instructions on adding GOVCC charges to the voucher.

6 Lines of Accounting



Note: If a payment has been made on an LOA, e.g., an Advance/SPP or voucher settlement, you should NEVER remove or change that LOA. If a change must be made, it must be done manually outside of DTS. If no payment has been made, the LOA may be changed.

a. Select the correct LOA from the **Accounting Label** drop-down menu.

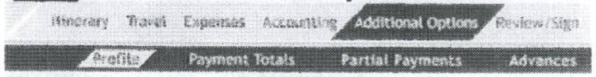
b. If an LOA needs to be deleted and there have been no payments to the LOA, click **remove** next to the LOA.

c. If needed and if no payments have been made on the LOA, click **Allocate Expenses**.

d. Select the **Accounting Code** needed for each allocation.

Click **Save Allocations.** The Expense Summary box will display a breakdown of the expenses pertaining to each LOA

7 Additional Options



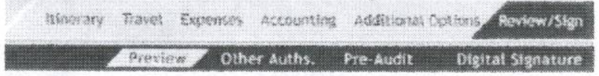
The Additional Options tab enables you to view and change other types of information in DTS.

a. Click **Profile** to update the traveler's personal profile.

b. Click **Payment Totals** to view the voucher totals.

c. Click **Partial Payments** to view a schedule of partial payments, if the auth included SPPs. You may not request an advance after travel is complete.

8 Review / Sign



The Review / Sign tab initiates the final steps.

a. Click **Review/Sign**. The Preview screen opens. Review the information.

b. Click **edit** or **remove** to update information. If necessary, add comments to the AO.

c. (Optional) – Click **Other Auths.** on the sub navigation bar. If special documentation is required on the voucher, click **Add Additional Authorizations for this trip**. Place a check in the box next to the appropriate authorization.

d. Click **Add** at the bottom of the page.

e. Click **Save and Proceed To Pre-Audit** at the bottom of the page.

f. Enter justifications to the AO in each **Comment** box of the flagged items. *Justifications are mandatory.*

g. Click **Save and Proceed To Digital Signature**.

h. Enter any remarks that must appear on the orders.

i. Click the **Submit this document as** arrow and select **SIGNED**.

j. (Optional) Enter comments in the **Remarks** box.

k. Click **Submit Completed Document**.

l. Enter your PIN or password in the Digital Signature Login window.

m. Click **OK**.

Adjust and Amend Vouchers

A traveler can edit a document that has been stamped SIGNED. An **adjustment** is a change to a voucher *before* the AO applies the APPROVED stamp. An **amendment** is a change to a voucher *after* the AO applies the APPROVED stamp.

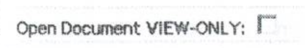
Create an Adjustment

a. Mouse over **Official Travel** on the menu bar on the DTS User Welcome screen.

b. Select **Vouchers**.

c. Click **view/edit** next to the desired document.

d. Clear the **Open Document VIEW-ONLY** check box.



Open Document VIEW-ONLY: ☐

e. Enter your PIN or password.

f. Click **OK**. The Preview screen opens.

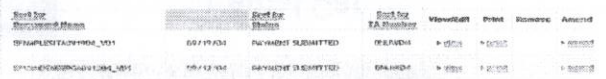
g. Click **edit** next to the items that need adjusting.

h. Click **Review/Sign**.

i. Click ***Pre-Audit*** to justify any changes.

j. Click **Save and Proceed to Digital Signature** and stamp the voucher **SIGNED**.

Create an Amendment



a. Mouse over **Official Travel** on the menu bar on the DTS User Welcome screen.

b. Select **Vouchers**.

c. Click **amend** next to the desired document.

d. Enter justification in the **Comment** box.

e. Enter your PIN or password in the Digital Signature Login window.

f. On the Preview screen, click **edit** next to the items that you will amend. Make changes and save.

g. Click **Digital Signature** under the **Review/Sign** tab and stamp the document SIGNED.

h. Enter your PIN or password on digital signature screen.